First Aid Policy and Procedure

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1. Purpose

1.1. To ensure that suitable arrangements are in place for the provision of first aid.

1.2. To ensure that all staff are aware of their roles and responsibilities in relation to the provision of first aid treatment.

2. Policy

2.1. Cambian Group will ensure that:

- Adequate resources are available for the implementation of this policy.
- This policy and procedure are effectively communicated.
- An assessment is made to ensure that suitable first aid facilities are provided.
- Arrangements are made for the provision suitable first aid facilities.
- An assessment is made to ensure that suitable first aid facilities are provided.
- Employees with first aid responsibilities receive adequate training.
- Arrangements are made for the periodic monitoring of performance against this standards

2.2. This policy will be reviewed and revised at least annually.

3. Procedure

Who is responsible for implementing this procedure?

3.1. The Compliance and Regulation Director has overall responsibility for management of health and safety.

3.2. Registered Managers/School Heads will be responsible for ensuring that first aid arrangements are in place.

What needs to be done?

Provision of first aid facilities

3.3. Ensure employees know where First Aid Kits are located and the names of Trained First Aiders/Appointed Persons. Keep them informed of any changes.

3.4. First aid facilities should be clearly identified, eg on the site health & safety notice board

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First aid kits

3.5. Regularly check the contents of first aid kits and ensure they remain fully stocked. They should contain a First Aid Guidance card (HSE publication) which will specify the contents that should be provided.

3.6. Contents of British Standard Compliant (BS 8599-1:2019)

First Aid Kits for the Workplace

Contents	Small Up to 25 Employees	Medium 25 to 50 Employees	Large 50 to 100 Employees	Travel Individual Employee
F/A guidance leaflet	1	1	1	1
Contents Label	1	1	1	1
Medium sterile dressing	2	4	6	0
Large sterile dressing	2	3	4	1
Triangular dressing	2	3	4	1
Eye dressing	2	3	4	0
Adhesive dressings	40	60	100	10
Sterile wet wipe	20	30	40	4
Microporous tape	1	2	3	0
Nitrile gloves - pair	6	9	12	2
Finger Dressings	2	3	4	0
Face shield	1	1	2	1
Foil blanket	1	2	3	1
Burn dressing 10 x 10cm	1	2	2	0
Clothing shears	1	1	1	1
Conforming bandage	1	2	2	0

N.B. Where a first aid assessment of need identifies the need for eye wash stations, separate eyewash kits should be placed in those areas

Trained first-aiders

3.7. Ensure that employees are aware that they can only give first aid if they hold a current first aid certificate. This treatment can be provided to employees, individuals, visitors and any other people who are within Cambian's control.

3.8. Provide sufficient First Aiders on the site, to take account of shifts and absences. Cambian's policy is that there should be a minimum of one trained first aider per site.

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3.9. Ensure that each first-aider holds a current Certificate of Competence in First Aid Work issued by an accredited organisation. Re-training is required every 3 years, i.e. before the expiry date.

3.10. Ensure that where there are 'appointed persons' they receives emergency first aid training (normally 4 hours duration). They should not give first aid treatment. Their role should be limited to maintaining first aid boxes and assisting trained First-Aiders.

Administering first aid

3.11. First aid should only be administered by a trained first aider.

3.12. For minor injuries which are within the first aider's capability, appropriate treatment should be provided. Otherwise the injured person should be made comfortable until the emergency services arrive.

3.13. Ensure that contaminated waste is safely disposed of and any blood or body fluid spillages are safely removed.

3.14. Record any first aid treatment on the accident report form.

3.15. Copies of first aid certificates should be systematically filed.

Monitoring

3.16. Registered Managers/School Heads will regularly monitor that first aid facilities are being maintained. This is included in the monthly checklist.

Review

3.17. This procedure must be reviewed annually or sooner if legislation changes or if there are changes with work processes. Any changes will be communicated to the workforce.

4. Standard Forms, Letters and Relevant Documents

4.1. GHS 04.10.01 HSE INDG347 – Basic Advice on First Aid at work

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